



## **JOB DESCRIPTION**

Title: **VOLUNTEER COORDINATOR**  
Department: Police  
Class Code: 6673  
FLSA Status: Non-Exempt  
Effective Date: July 1, 1997 (Rev. 07/02)  
Grade Number: 12

### **GENERAL PURPOSE**

Under the supervision of the Crime Victim Advocate, provides supervision of volunteers. Will recruit, screen, train and coordinate volunteer activity. Will ensure contact and follow-up on all domestic violence cases, and will provide services to crime victims.

### **EXAMPLE OF DUTIES**

- \*-- Recruits, screens, trains and coordinates volunteer activity.
- \*-- Assigns volunteers to cases who then provide information regarding the legal process, resources (i.e. shelter care, treatment and education programs, legal assistance, financial aid), support at court hearings, and assistance with protective orders.
- Keeps statistical records of victim contacts.
- Tracks volunteer hours.
- Provides emotional support and crisis intervention for victims of crime.
- Obtains restitution information from victims and provides alternate means for victims to be compensated for damages incurred as a result of criminal behavior.
- Obtains restitution and desired hearing outcomes from victims for the city prosecutor.
- \*-- Provides liaison and coordination between the Murray Police Department and other agencies to provide victim services.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- An Associate's Degree in the social sciences or related fields, and six (6) months experience working with crime victims, OR any equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Utah Drivers License
- Must be willing to be on call to assist crime victims at the scene.

### Necessary Knowledge, Skills and Abilities

- Knowledge of appropriate state and local resources relating to domestic violence and crime victims; modern office procedures to include personal computers.
- Ability to work flexible hours, including some evenings.
- Ability to: recruit and train volunteers, organize volunteer schedules, interview victims to obtain relevant information; communicate effectively, verbally and in writing; follow instructions; prioritize tasks; establish and maintain interpersonal and public relationships.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing and spreadsheet and database software; phone, fax machine, copy machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.